

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Internal Accounting  
(1947)  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**Records Officer** Benjamin Rasmussen

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**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21752

3

**TITLE:** Employee reimbursements

**DATES:** 1994-

**ARRANGEMENT:** Numerical by FINET number, thereunder chronological

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21752

**TITLE:** Employee reimbursements

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83736

3

**TITLE:** Expenditure reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by division number, thereunder by object code

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is generated monthly by the Division of Finance for all state agencies. The report includes the date, object codes, and description of object. The following information is provided for each object code: budget, collections, encumbrances, expenditures, unencumbered balance, and percentage of budget encumbered or expended.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83736

**TITLE:** Expenditure reports

(continued)

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83739

3

**TITLE:** Financial report

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by division number, object code, and cost code

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is prepared monthly by the Division of Finance. This report is a detailed accounting of all transactions impacting Utah State Office of Education accounts. The report shows the division, object, cost code, and document numbers; description of transaction; and amount and date of transaction.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

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**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83739

**TITLE:** Financial report

(continued)

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83737

3

**TITLE:** Financial summary by revenue source

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by division number, thereunder by revenue source number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record is produced monthly by the Division of Finance. The record shows the revenue sources for each division and line item expenditures of the revenue from each source. Included are the program, project and object codes; description of line item; budgeted amount for line item; collections for current month and year-to-date; amounts encumbered; current month and year-to-date expenditures; unencumbered balance; and unencumbered percentage.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

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Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83737

**TITLE:** Financial summary by revenue source

(continued)

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83738

3

**TITLE:** Financial summary report

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date or report, thereunder numerical by division number, thereunder by program number and project

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record is produced monthly by the Division of Finance. The record shows the line item expenditures of each Utah State Office of Education unit. Included are the program, project, and object codes; description of line item; budgeted amount for line item; collections for current month and year-to-date; amounts encumbered; current month and year-to-date expenditures; unencumbered balance; and unencumbered percentage.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

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Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83738

**TITLE:** Financial summary report

(continued)

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9894

3

**TITLE:** General accounting records

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/08/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83742

3

**TITLE:** Payroll expenditures report

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by cost code

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is generated by Internal Accounting for every pay period on computer output microfiche. The report includes the cost code for the employee, social security number, name, position control number, total earnings, deductions (health insurance, life insurance, and FICA), indirect costs, and state payments (dental insurance, long-term disability, workers' compensation insurance, retirement, and unemployment insurance). The cost code includes eight subcodes which, when strung together, constitute the entire cost code. These subcodes indicate the fund from which the employee is paid, department, division, program, project, recipient code, revenue source, and fund (not fiscal) year.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83742

**TITLE:** Payroll expenditures report

(continued)

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public                      UCA 63G-2-301(1)(b)

**SECONDARY CLASSIFICATION(S):**

Private.                      Social security number and deductions [UCA 63G-2-302(1)(e)]

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9900

3

**TITLE:** Payroll records

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/20/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9900

**TITLE:** Payroll records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 1949

3

**TITLE:** Purchase order records

**DATES:** 1959-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Orders used to document the purchase transaction and to notify the agency of purchase approval.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 9.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal

These records have temporary administrative and fiscal value and may be destroyed according to the approved retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9898

3

**TITLE:** Purchase requisitions

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Requisitions for supplies and equipment for current inventory.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/12/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9897

3

**TITLE:** Receipts from concession stand vendors

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/12/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 84008

3

**TITLE:** Summary by vendor

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by vendor name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This COM report takes the approved list of vendors that is provided by State Purchasing and breaks out only those vendors that are presently utilized by the Education Department.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Computer output microfiche duplicate: Retain in Office for 1 year or until new fiche is provided and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 1296

3

**TITLE:** Telephone company case file

**DATES:** undated

**ARRANGEMENT:** numerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21751

3

**TITLE:** Treasurer's transmittal records

**DATES:** 1994-

**ARRANGEMENT:** Numerical by FINET number, thereunder chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21751

**TITLE:** Treasurer's transmittal records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21750

3

**TITLE:** Vendor payment vouchers

**DATES:** 1994-

**ARRANGEMENT:** Numerical by FINET number, thereunder chronological.

**ANNUAL ACCUMULATION:** 50.00 cubic feet.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21750

**TITLE:** Vendor payment vouchers

(continued)

**PRIMARY CLASSIFICATION:**

Public